MARKETING HUB Quick Reference Guide

Downloading Assets

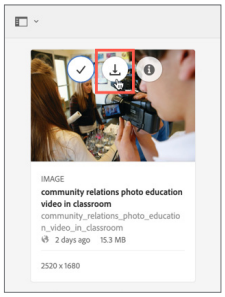
HOW TO ...

- Download individual assets or folders of assets
- Add assets or folders to your Lightbox collection
- Download assets or folders from your Lightbox collection
- Clear your Lightbox

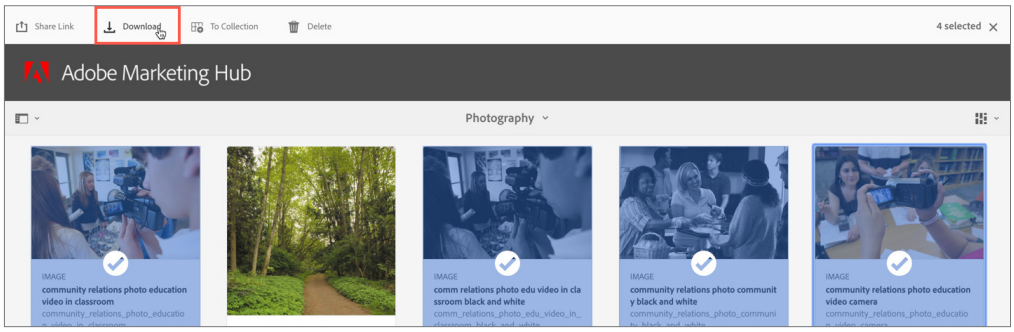
The Marketing Hub includes download capabilities that enable secure distribution of brand approved assets for offline use. You can download individual assets or folders of assets immediately, or add them to your Lightbox collection for download at a later time.

Downloading assets

1. To download a single asset or folder at once, hover the pointer over the asset or folder. From the quick action thumbnails available, click the **Download** icon.

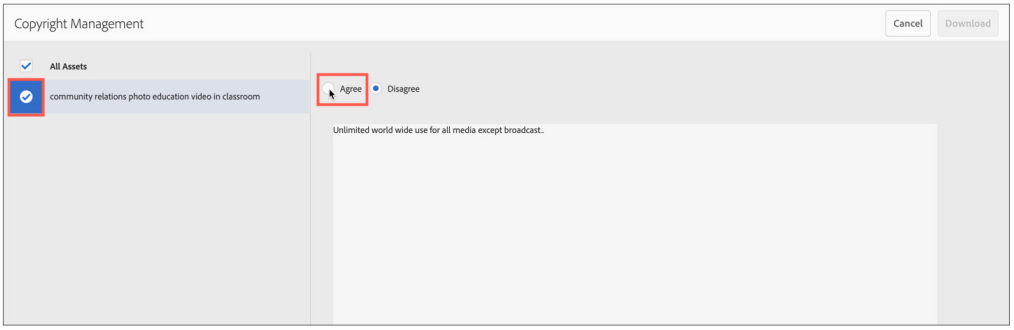


2. To download multiple assets or folders at once, select the various assets and/or folders you want to download. From the toolbar, click **Download**.



3. If the asset you are downloading has license or other usage restrictions, you are redirected to the Copyright Management page. On this page, select the asset, read the restriction, click **Agree**, and then click **Download**.

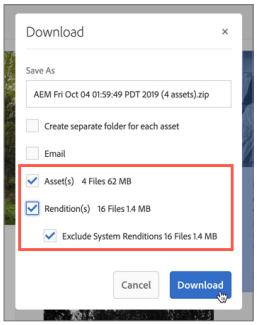
NOTE
On the Copyright Management page, if you choose to disagree, the restricted assets are not downloaded.



4. The Download dialog box appears with the Asset(s) option selected by default. Select **Rendition(s)** so all available variations of the asset get included in the download package, and then click **Download**.

NOTES

- System renditions are used to generate thumbnail images within the application.
- By default the **Exclude System Renditions** option is selected. As system renditions may or may not be brand compliant, **DO NOT** uncheck this box.

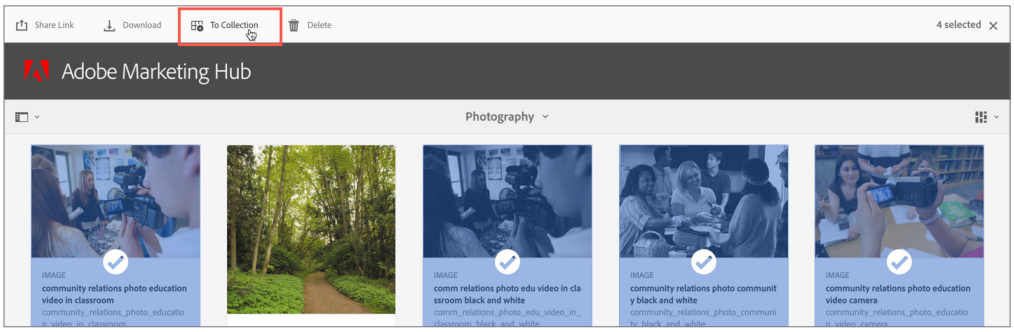


Adding assets to your Lightbox collection

Lightbox is a special type of collection that provides easy access to assets. Each user has an exclusive Lightbox that is automatically created when they log in for the first time.

TIP
Think of the Lightbox collection as your personal Download Cart.

1. Navigate to the location of the assets that you want to add to your Lightbox, and select the assets. From the toolbar at the top, click **To Collection**.

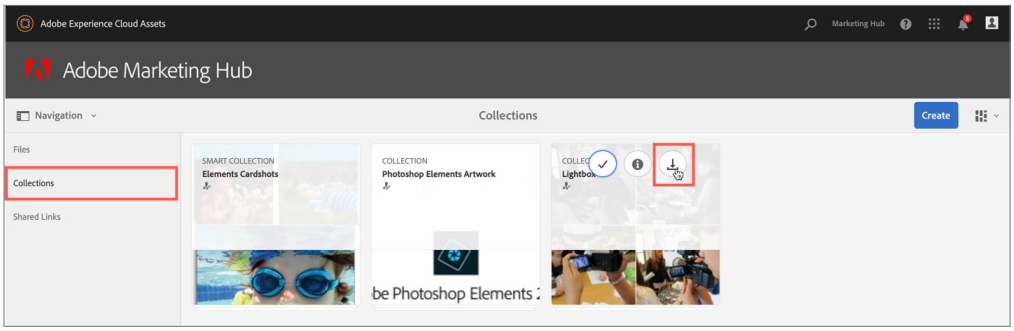


2. On the Add to Collection page, select the **Lightbox** collection, and then click **Add**. The selected records are added to the Lightbox.

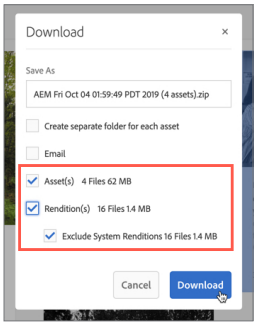
Downloading assets from your Lightbox collection

1. Click the overlay icon and select **Navigation**.

2. On the left rail, click **Collections**. Next, hover the pointer over the Lightbox folder. From the quick action thumbnails available, click the **Download** icon.

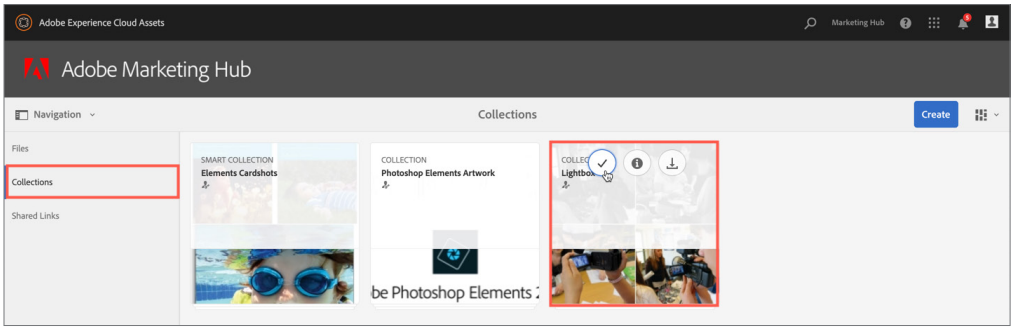


3. The Download dialog box appears with the Asset(s) option selected by default. Select **Rendition(s)** so all available variations get included in the download package and then click **Download**.

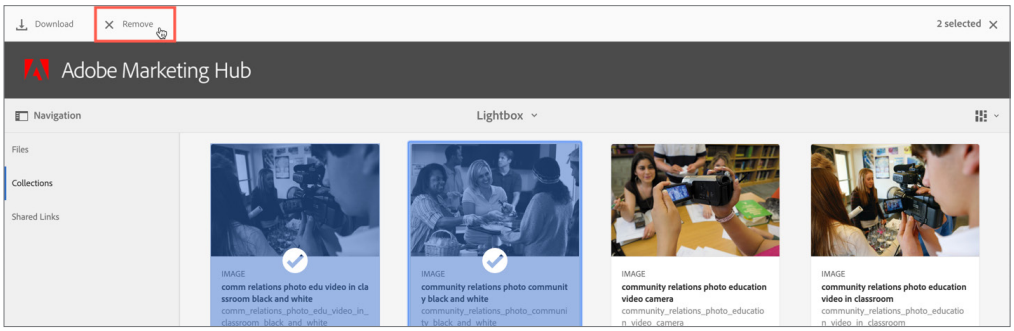


Clearing your Lightbox collection

1. Use the overlay icon to navigate to **Collections**. Next, hover the pointer over the Lightbox folder. From the quick action thumbnails available, click the **Select** icon.



2. Select the asset(s) or folder(s) that you want to delete. Click **Remove**.



Adobe
345 Park Avenue
San Jose, CA 95110-2704
USA
www.adobe.com

© 2019 Adobe. All rights reserved.
Last Updated: November 4, 2019